

Agenda Builder

Last Modified on 01/24/2024 4:55 am EST

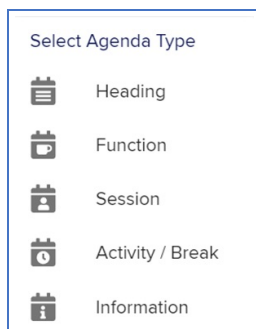
The Agenda Builder is a drag and drop interface for quickly building and arranging your various agenda elements into the schedule and structure that you require.

The drag and drop interface allows you to:

- Drag across and arrange all un-assigned agenda items, including sessions, functions, activities, breaks and informational listings.
- Drag, place and arrange all un-assigned presentations into the appropriate session. Once placed in a session, you are able to arrange the presentations in any desired order.
- On the fly, drag and drop new agenda items, creating them and assigning their agenda location in one operation. This applies to all agenda options, such as headings, functions, sessions, activities, breaks and agenda listings.

Adding New Agenda Items

The first option in the Agenda Builder is adding new Agenda items. When you click and drag the **Add New Agenda Item** and drop it on the desired time slot, you are shown the following options:



Simply select the desired **Agenda Type** to insert into the agenda and complete the details as you require.

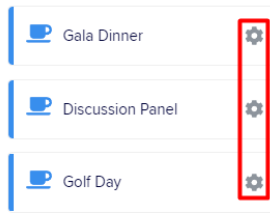
About Agenda Tracks

Any Agenda item can be assigned to a specific track (by track number). If you do not assign a track number, by default it will apply across all tracks in your agenda.

Adding Existing Agenda Items

If you have previously created Agenda Items but have not placed them into the agenda, they will be displayed on the left column of the agenda builder. It is as simple as clicking on the desired Agenda Item and dragging and dropping the item into the desired space on the agenda.

You can also preview any existing Agenda Item by clicking on the **Setup Cog** to the left of each item.



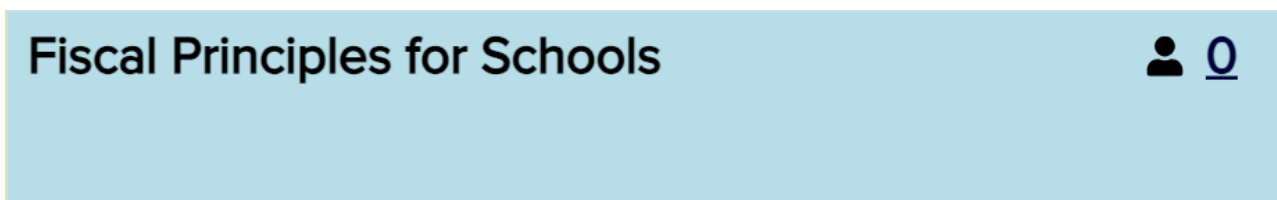
Visually Modifying Items on the Agenda Grid

Once you drop your Agenda Item into the Agenda Grid, you can quickly and easily change times and days using your mouse.

- To change the assigned time, simply click on the top or bottom edge of the Agenda Item and drag to the desired time.
- To change the assigned date, click on the Agenda Item and drag it to the new day and time.

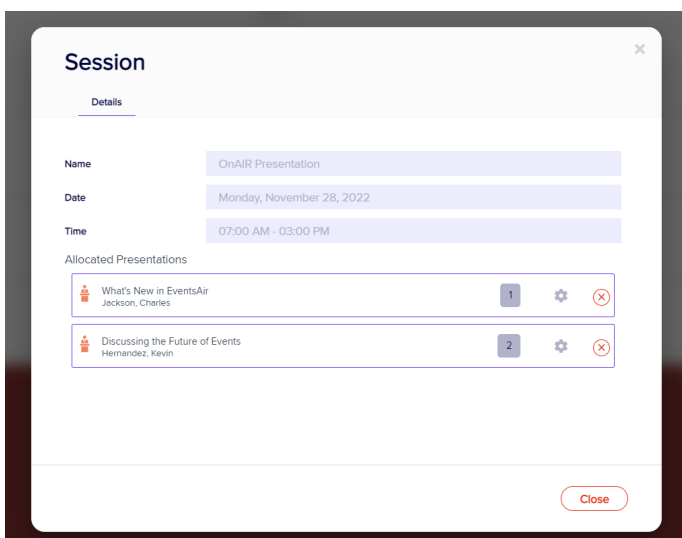
Adding One or More Presentations to a Session

When you place a session onto the Agenda Grid, you will see **Presentation Icon** and a **Number** in the top right-hand corner of the Session block.



This indicates that this item is a **Session**, and the number indicates the number of presentations assigned to this **Session**.

Clicking on the icon in the top right-hand corner will open the **Session Panel**, where you can view **Session** details as well as all assigned **Presentations**.



This panel allows you to review and manage all Presentations assigned to this Session. You can:

- Drag **Presentations** to change their order of **Presentation**
- Click on the "x" to remove any **Presentation**
- Click on the **Setup Cog** to review and edit **Presentation** details

Assigning Presentations to a Session

When viewing **Presentations** in the right-hand column of the **Agenda Builder**, you can click on the **Presenter Icon** on the right side of the **Presentation** to view the Presentation details as well as the **Presenter's Contact Record**.

